No. P. 2639—*Cts.* 63-23-7, *dated* 17*th November* 1923.

Under Section 14 of the Code of Criminal Procedure, 1904, the Government of His Highness the Maharaja are pleased to appoint the undermentioned gentlemen, as Special Magistrates for the Bench Court at Honnali, with the powers of a Magistrate of the Third Class:—

(1) Mr. Nadig Siddappa. | (2) Mr. Khalandar Khan.

No. P. 2649—*Cts.* 104-23-2, *dated* 19*th November* 1923.

Under Section 3 (1) of the Mysore Village Courts Regulation, 1913, the Government of His Highness the Maharaja are pleased to establish with effect from 1st January 1924 a Village Court in Pathapalya village, Bagepalli Taluk, Kolar District.

2. The said Court shall have and exercise jurisdiction over the whole of the said village.

No. P. 2653—*Cts.* 99-23-2, *dated* 19*th November* 1923.

Under Section 3 (1) of the Mysore Village Courts Regulation, 1923, the Government of His Highness the Maharaja are pleased to establish a Village Court in Belur Town, Hassan District with effect from 1st January 1924.

2. The Court shall have exercise jurisdiction within the Municipal Limits of the Town.

By Order,

B. NAGAPPA,

Secretary to Government,
Local and Legislative Departments.

PUBLIC WORKS SECRETARIAT.

(Irrigation.)

CENTRAL OFFICE.

Circular Memorandum No. 4, *dated* 8*th November* 1923.

The attention of the Heads of Departments, Deputy Commissioners and the Executive Engineers of Divisions is invited to Circular No. 8, dated the 20th January 1921, in regard to the design and execution of building works required by other Departments. Instances have come to the notice of Government in which officers for whom the buildings are constructed have often suggested alterations and additions during execution though they have countersigned plans and estimates previous to sanction. In many cases works are stopped on this account resulting in delays and excesses over estimates.

The Heads of Departments and other officers of Government for whom buildings are constructed are requested to scrutinise plans and estimates at the very outset to see if all their requirements have been fully provided for before they countersign such estimates so that no deviations are suggested at a future date. The Executive Engineers are informed that once an estimate is sanctioned and plans duly approved, they should strictly adhere to them and not add to sanctioned works without express sanction of Government. If the buildings are completed satisfactorily as per sanctioned plans, the officers of other Departments are required to take them over without delay.

Circular No. 3, *dated* 8*th November* 1923.

To

The Executive Engineers of Divisions.

CIRCULAR MEMORANDUM.

It has come to the notice of Government that many of the projects and repair estimates which are now submitted by Executive Engineers are not prepared with care and forethought and works are not carried out methodically and expeditiously.

2. The preparation and submission of estimates, execution of works, preparation of bills and payments to contractors are not in accordance with Circular Orders; resulting in heavy excesses over estimates, and delay in completion of works. There have been many instances of excesses out of all proportion to the original estimate and of inordinate delays in the closing of accounts of completed works.

3. With a view to establish some uniformity in all the Divisions and Sub-Divisions, and also to avoid frequent revisions and excesses over estimates, the accompanying instructions are issued for the guidance of all the officers and subordinates of the Department:—

(1) Plans and estimates should be prepared in strict accordance with the instructions contained in Circular No. 139, dated 19th November 1884 and 13th May 1921. Survey details must be checked by Sub-Division Officers. The site should invariably be settled, foundations must be carefully examined and estimates framed duly taking into account local conditions with regard to labour and materials. The schedule of rates prepared by the different Divisions will be the basis for preparation of estimates. Increase, if substantiated by data, can be added to the approved schedule from time to time with the approval of the Chief Engineer. In important cases, *viz.*, of works costing Rs. 5,000 and more, the Executive Engineers should invariably check the correctness of the details. To ensure that the above details have been attended to, Sub-Division Officers will be required to certify to the following effect on the plans and estimates submitted by them :—

"Certified that survey details have been checked, foundations examined and local conditions of labour and materials have been carefully investigated and rates provided are as per approved schedule of rates."

The Executive Engineer's countersignature to this certificate will be a guarantee that he has satisfied himself that the plans and estimates submitted are in order.

No projects for restoration of tanks, construction of new buildings, opening of new roads, etc., should be prepared unless ways and means therefor are decided; and without the specific orders of the Chief Engineer.

(2) On receipt of sanction to an estimate, the Executive Engineers will make immediate arrangements to start work in accordance with the rules now in force, provided that there is provision in the budget. Under no circumstances should work be started without appropriations, nor should any work be taken up until an estimate therefor is sanctioned by competent authority. If, under exceptional circumstances, the Executive Engineers are required to start work pending preparation of estimates, the Executive Engineers should lose no time to submit estimates and regularise the transactions.

The methods now in vogue are, the tendered contract system, the piecework system and work by Departmental agency. When the tender system is adopted, a great deal of trouble and worry will be avoided by selecting a suitable man. The main factors which should be considered in disposing of tenders are, (1) are the rates tendered sufficient to enable the contractor to turn out good work with a reasonable margin of profit, (2) has the man sufficient experience in the management of labour and of works, and (3) has he command of capital and labour. If he is a local man, or one who has worked in the department, it will not be difficult to get the necessary information.

In drawing up contract bonds, the grant and expenditure should be carefully regulated and the contract bond should be rigidly enforced. The contract bond as now modified provides for alteration in plans and estimate.

It has become the usual practice for Executive Engineers to incur outlay on works in an unsystematic manner without reference to the available grant for individual works, and resort to the submission of reappropriation statement later on in the year. This practice must be put a stop to. This procedure leads to works in out-of-the-way places being neglected altogether. In very exceptional cases, the Executive Engineers may suggest reappropriations, but should not act according to such proposal until sanctioned by competent authority. Whether the tender system, piecework or task work system, is followed, the method of execution is the same. Prompt action in starting the work, timely instructions, periodical measurements and regular payments should be insisted on, and any delay and slackness on the part of officers and subordinates should be noted by the superior officers. If, after due warning, no improvement is observed, the matter should be reported to the Chief Engineer for further action.

Inspecting Officers should carefully watch progress on works in operation, and by their help and advice, assist the staff and labour employed. They should note the quality of the work turned out and exercise careful watch over the expenditure, which should be properly regulated from the beginning, with a view to avoid either lapses or rush of expenditure during the closing months of the year. Any deviation from sanctioned plans should be noted and reported to the Chief Engineer and orders obtained, and as per Codal Rules, revised estimates should be submitted immediately the necessity therefor arises. Officers and subordinates responsible for deviations and excesses without authority, will be held personally responsible. In this connection, the attention of the Executive Engineers is invited to Circular Nos. 1, dated 26th February 1919 and G. O. No. P. W. 600-5—B. 3234-6, dated 29th September 1920.

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On the completion of a work, the final bill should be prepared within the limit of time fixed by the Executive Engineers and the accounts should be closed promptly. The work should be handed over to the Department concerned, and the Completion Report and Certificate, drawn up in conformity with rules, submitted within three months after completion of the work.

The reiteration of the points noted above has been rendered necessary, as Government have noticed very frequently of late the long period taken to complete works of every description, irregularities in the preparation of estimates and revised estimates, the laxity in the system of contracts and the unmethodical manner in which works are generally carried out.

The strict attention of all Executive Engineers and Assistant Engineers is directed to these instructions.

By Order,

JOHN BHORE,

Secretary to Government,

P. W. Department (Irrigation).